



# Marlow Volunteer Fire Department

1019 Oliver Springs Hwy  
Clinton, TN 37716

phone (865) 435-1050  
marlowvfd@gmail.com

Thank you for considering Marlow Volunteer Fire Department!

I wanted to take a moment to express our gratitude for your interest in the Marlow Volunteer Fire Department. Your eagerness to learn more about our organization and potentially join our team is truly appreciated.

At Marlow Volunteer Fire Department, our dedicated volunteers are the backbone of our community service efforts. Day in and day out, they work tirelessly to safeguard families and properties, respond to emergency with professionalism, dedication, and pride. Despite being a volunteer-driven organization, our commitment to excellence remains unwavering. Enclosed in this package, you will find a comprehensive overview of our department, outlining our mission and various ways in which you can contribute as a member. Whether you're interested in firefighting, providing behind-the-scene support, or assisting with administrative tasks, there's a role for everyone.

We are immensely grateful for the support we receive from our community, and we view each new member as a valuable addition to our team. Your willingness to explore this opportunity speaks volumes about your commitment to serving others, and we couldn't be more excited about the prospect of having you join us.

Thank you once again for considering the Marlow Volunteer Fire Department. Together, we can make a real difference in the lives of those we serve.

A handwritten signature in blue ink, appearing to read "D. Adams", is placed over a light blue rectangular background.

Daniel Adams

Fire Chief

## **Prospective Member Information**

We are thrilled to extend a warm welcome to you as you consider joining the Marlow Volunteer Fire Department!

Our department prides itself on the diversity of its membership, recognizing that it takes a variety of skills and backgrounds to effectively run a fire department. Whether you're passionate about firefighting or eager to contribute to the operational support behind the scenes, there's a meaningful role for you here.

As a member, you'll be expected to attend our monthly membership meetings, held on the second Monday of each month. Additionally, active participation in department-sponsored activities is encouraged to foster camaraderie and team spirit. For our firefighters, training is a vital component of readiness, with sessions scheduled three times a month on the first, third, and fourth Mondays.

During your initial 90-day probationary period, you'll have the opportunity to immerse yourself in department activities, allowing you to assess your commitment level while demonstrating your dedication to the team. This period also provides us with the chance to evaluate your teamwork ethic.

In order to proceed with your membership application, please complete and return the enclosed forms, including the background check authorization form, consent to release driver record, and beneficiary form. These steps are essential for insurance purposes and to maintain the integrity of our department.

Thank you for considering becoming a part of our team. We are excited about the prospect of working together and making a positive impact on our community.

## **Becoming an Operational Member**

Joining the Marlow Volunteer Fire Department as an operational member is a rewarding commitment that directly impacts our community. Here's what you can expect when you become a part of our team.

### **Training:**

- **Operational Firefighters:** Our Training Officer coordinates three-hour training sessions twice a month, covering various aspects of firefighting and emergency response. Additional training opportunities, including state-sponsored courses and outside training, are encouraged and supported by the department.
- **Operational Medical Responders:** Members interested in providing emergency medical care receive free training hosted by Anderson County EMS. The training lasts approximately three months, and the ambulance service covers the state testing fee upon certification. Required in-services and refresher courses are provided at no cost.

### **Communication Equipment:**

- Each member is granted access to a cell phone application (I Am Responding) for immediate notification of emergency calls and department communication. A voice pager and portable radio are provided to emergency responders.

### **Turnout Gear:**

- Personal protective equipment (turnout gear) is provided to members who have completed adequate training and demonstrated a high level of participation and response to calls. Members are responsible for the care of the equipment provided to them.

### **Need for Commitment:**

- Being an operational member requires dedication, sacrifice, and a commitment

to the safety of the public and fellow team members. While emergency calls may occur at inconvenient times, members are expected to respond when summoned, barring exceptional circumstances.

**Pride and Satisfaction:**

- The satisfaction of knowing you've helped save a neighbor's house, found a lost child, or rescued someone trapped in a car crash is unparalleled. Despite the challenges, volunteers feel a tremendous sense of pride and satisfaction in their contributions to the community.

Join us at Marlow Volunteer Fire Department and become part of a team dedicated to serving and protecting our community.

## **Becoming an Administrative Member**

As an administrative member, your skills and talents are invaluable to the Marlow Volunteer Fire Department. Here are some ways you can contribute:

### **At the Stations:**

- **Maintenance and Improvement:** Help maintain and improve our buildings and grounds to ensure they are safe and functional.
- **Administrative Support:** Assist with administrative paperwork, record-keeping, and other clerical tasks to keep operations running smoothly.
- **Fundraising and Grant Writing:** Contribute to fundraising efforts by assisting with fundraisers, writing grants, and proposals to secure funding for essential equipment and resources.
- **Fleet Maintenance:** Take responsibility for maintaining our fleet of trucks, ensuring they are in optimal condition for emergency response.

### **At the Scene:**

- **Traffic Control:** Assist at emergency scenes by directing traffic to ensure the safety of responders and bystanders.
- **Rehabilitation Support:** Providing drinks and refreshments to incident scenes to support operational members during emergency responses.
- **Documentation:** Capture video or still photographs to document emergency incidents for training, analysis, and public awareness purposes.
- **Crowd Management:** Control onlookers and bystanders to maintain a safe and orderly scene.

Your contributions, whether behind the scenes at the station or on scene during emergencies, play a vital role in serving the Marlow community. Thank you for your consideration and commitment to our department and the safety of our community.

**Marlow Volunteer Fire Department**  
**Membership Application**

1019 Oliver Springs Highway  
Clinton, TN 37716

Phone: 865.435.1050  
marlowvfd@gmail.com

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email Address: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Driver's License: State \_\_\_\_\_ DL# \_\_\_\_\_ Expiration \_\_\_\_\_

Emergency Contact

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Work Hours: \_\_\_\_\_ to \_\_\_\_\_

City: \_\_\_\_\_

Position(s) that you are applying for:     Operational (Fire/EMS)     Administrative

Previous experience: \_\_\_\_\_  
\_\_\_\_\_

Professional Character References:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

City/State: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Relationship: \_\_\_\_\_

\*\*Please provide a copy of your resume, completed background check disclosure form to obtain consumer reports, consent to release driver record, beneficiary form, copy of driver's license, and copy of vehicle insurance card along with this application.\*\*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# DISCLOSURE FORM TO OBTAIN CONSUMER REPORTS FOR VOLUNTEER PURPOSES

*Please Read Carefully Before Signing the Authorization*

## DISCLOSURE

In considering you for volunteer and, if you are employed, in considering you for subsequent promotion, assignment, reassignment, retention, or discipline, Anderson County Volunteer Fire Department – Marlow Unit DBA as Marlow Volunteer Fire Department (“the Company”) may request and rely upon one or more consumer reports or investigative consumer reports about you that we obtain from a consumer reporting agency, such as IntelliCorp Records, Inc.

IntelliCorp Records, Inc. can be contacted by mail at 3000 Auburn Dr, Suite 410; Beachwood, OH 44122; or phone: 1-888-946-8355; or website: [www.intellicorp.net](http://www.intellicorp.net).

For explanation purposes:

- a “consumer report” is a written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in making an employment-related decision about you. Such information may include, for example, credit information, criminal history reports, or driving records; and
- an “investigative consumer report” is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such items of information. In the event an investigative consumer report is requested about you, you are entitled to additional disclosures regarding the nature and scope of the investigation requested, as well as a written summary of your rights under the Fair Credit Reporting Act (“FCRA”).

Under the FCRA, before the Company can obtain a consumer report or investigative consumer report about you for employment purposes, we must have your written authorization. Before we take adverse action on the basis, in whole or in part, of information in that report, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.

## AUTHORIZATION

I have read and understand the foregoing Disclosure, and authorize Anderson County Volunteer Fire Department – Marlow Unit DBA as Marlow Volunteer Fire Department to obtain and rely upon consumer reports or investigative consumer reports concerning me obtained from IntelliCorp Records, Inc.

By my signature below, I authorize the Company to obtain any such reports and to share the information received with any person involved in their decision about me.

I also consent to have any legally required notices sent electronically.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Legal Guardian Signature  
(for searches conducted on minors under  
the age of 18)

\_\_\_\_\_  
Date



## Personal Data

_____	_____	_____
Last Name	First Name	Middle Name
_____		_____
Current Address		Dates Lived Here
_____	_____	_____
Date of Birth	Other Names Used (including maiden name)	Years Used
_____	_____	_____
Social Security Number	Driver's License #	DL State
_____		
Email address (may be used for official correspondence)		

I have the right to make a request to **IntelliCorp Records, Inc**, upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including sources of information, and the recipients of any reports on me which **IntelliCorp Records, Inc** has previously furnished within the two year period preceding my request.

I certify that all elements of the personal data I have provided are true, accurate and complete.

_____	_____	_____
Printed Name	Applicant Signature	Date

**CONSENT TO RELEASE DRIVER RECORD**  
**BY**  
**EMERGENCY SERVICE ORGANIZATION VOLUNTEER/EMPLOYEE**

Anderson County VFD  
Marlow Unit  
1019 Oliver Springs Hwy  
Clinton, TN 37716

Re: Motor Vehicle Driver Records (“MVR”)

To Whom It May Concern:

I understand that my driver record, including driver information and data about my driver’s license status and driver activity, may be obtained as part of the Anderson County VFD Marlow Unit “Emergency Service Organization” or “ESO”) evaluation of my application to drive emergency vehicles owned and operated by the Emergency Service Organization.

I also understand that my driver record is considered a consumer report under the Fair Credit Reporting Act (as amended by the Fair and Accurate Credit Transactions Act of 2003, Pub.L. 108-159, Dec. 4, 2003) and that my driver record is protected by the Federal Driver's Privacy Protection Act (18 USC §§2721-2725). I hereby give written consent and grant permission to the TN Department of Safety, VA Department of Motor Vehicles and any MVR service company, whichever is applicable, to obtain, disclose, and provide a copy of my driver record to the ESO for emergency service membership evaluation and assignment purposes and to J. Mark Bowery Insurance, Inc., the ESO’s insurance company and its insurance representatives for the purpose of underwriting insurance procured by the ESO.

By signing this Consent, I hereby give my written consent and authorize the Emergency Service Organization, the ESO insurance company and its insurance representatives, including J. Mark Bowery Insurance, Inc., to procure my driver record from time to time, as it deems appropriate as long as I am a member of the ESO, to evaluate my insurability under the ESO’s insurance coverages and for other purposes authorized by law.

I understand that my driver record will be obtained by J. Mark Bowery Insurance, Inc., which provides the ESO with a general assessment of its members’ insurability under the ESO’s insurance coverages.

Read, Understood and Agreed,

\_\_\_\_\_  
Signature of Volunteer/Employee

**PLEASE PRINT THE INFORMATION BELOW AS SHOWN ON YOUR DRIVER’S LICENSE**

_____ Name of Volunteer/Employee	_____ State of Driver’s License
_____ Street Address	_____ Driver’s License Number
_____ City, State, Zip Code	_____ Date of Birth



183 Leader Heights Road  
 P.O. Box 2726  
 York, PA 17405  
 (800) 233-1957 or (717) 741-0911  
 www.vfis.com

## BENEFICIARY DESIGNATION FORM

This form may be used for multiple Policies when designating the same beneficiary. Use a separate form when designating different beneficiaries for each Policy.

**Indicate one of the following:**

- New Insured     
  Beneficiary Change     
  Name Change: From: \_\_\_\_\_

**Complete all of the following information:**

<b>Policyholder Name and Policy Number(s) (Emergency Service Organization Name)</b>			
<input type="checkbox"/>	_____ Policyholder	Marlow Volunteer Fire Dept.	Policy # - WC-41-92-029964-04
<input type="checkbox"/>	_____ Policyholder		Policy # _____
<input type="checkbox"/>	_____ Policyholder		Policy # _____
<input type="checkbox"/>	_____ Policyholder		Policy # _____
<input type="checkbox"/>	Other _____		
<input type="checkbox"/>	Other _____		

<b>Last Name</b>	<b>First Name</b>	<b>MI</b>
<b>Date of Birth</b>	<b>Date of Membership</b>	<b>Social Security Number</b> / /

I hereby designate the following beneficiary(ies) to receive any death benefit proceeds payable under the policies checked above. If this form represents a change of beneficiary, the present beneficiary designation(s) are terminated and the following designation(s) made:

BENEFICIARY DESIGNATION – Primary Class	Relationship to Insured	Date of Birth	Percent <small>(Must equal 100%)</small>
BENEFICIARY DESIGNATION – Contingent Class	Relationship to Insured	Date of Birth	Percent <small>(Must equal 100%)</small>

**MINOR OR ESTATE AS BENEFICIARY:** If death occurs and a minor child (a person under the age of majority) or your estate is designated as beneficiary, it may be necessary to have a guardian or legal representative appointed before any death benefit can be paid. This could mean legal expenses for the beneficiary and possible delay in the payment of any death benefit. Please take this into consideration when designating your beneficiary.

Insured's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Sample wording for Beneficiary Designations

Class	Relationship to Insured	Percent
One Beneficiary of a class Jane Ann Jones	Spouse	100%
Two or more Beneficiaries of a class: Arthur Leo Jones Grace Hays Jones	Father Mother	50% 50%
Unnamed Children: Children of the Named Insured		Split Equally
Unequal distribution: Grace Hays Jones Mary Jones Ford William Roger Jones	Mother Sister Brother	50% 25% 25%
Insured's Estate	Executors or Administrators of the Insured's Estate	

**This form should be retained by the Policyholder with a copy to the insured.**

- \* Primary Beneficiary is the person(s) who will receive the insurance proceeds.
- \*\* Contingent Beneficiary is the person(s) who will receive the insurance proceeds if the primary beneficiary is not alive at your death.

## Required Training for All Responders

To ensure a seamless probationary period and the ability to respond to emergency calls, it's crucial that you attend a 16-hour Introduction to Fire and Emergency Services Class.

Additionally, federal regulations require completion of certain courses within your first year of service. Here's what you need to do:

1. Register for a FEMA SID at <https://cdp.dhs.gov/femasid>.
2. Complete the following courses within one year of beginning service:
  - a. ICS-100: Introduction to the Incident Command System
  - b. ICS-200: ICS for Single Resources and Initial Action Incidents
  - c. ICS-700: National Incident Management System, An Introduction
  - d. ICS-800: National Response Framework, An Introduction
3. Follow the instructions provided on the FEMA website to access the online courses.
4. Upon completion, print two copies of the certificate of completion. Keep one for your records and submit one copy to the department. If you are unable to print the certificate, feel free to forward your email to [marlowvfd@gmail.com](mailto:marlowvfd@gmail.com), and we'll gladly assist you with printing.
5. If you encounter any difficulties, reach out to the Training Officer for assistance.
6. Aim to complete these courses as soon as possible to avoid any delays.

Your commitment to completing these courses ensure that you're prepared to serve effectively in emergency situations.

## **Our History**

The Marlow Volunteer Fire Department has a rich history dating back to 1979 when it first began responding to approximately 80 emergency calls annually with a 1953 Howe pumper. Since then, we've grown significantly thanks to the unwavering support of our community and various funding sources.

Today, our dedicated volunteers operate out of two stations strategically located in the Marlow and Donovan communities, serving over 10,000 residents spread across 65 square miles of Anderson County. Our fleet has evolved to include modern pumpers, tankers, rescue trucks, and a command vehicle, equipped to handle a wide range of emergencies.

Through regular equipment upgrades and rigorous training sessions held monthly, we've earned a Class 5/10 rating from the Insurance Services Office (ISO), a testament to our commitment to excellence. This rating not only reflects our capabilities but also translates into significant savings on property insurance premiums for our community members.

As an independent, non-profit organization, our department is solely run by volunteers who selflessly dedicate their time and expertise to serve others. With over 600 emergency calls annually and mutual aid agreements with neighboring agencies, our team is always ready to respond to any situation.

We're continuously seeking new members to join our ranks and contribute to firefighting, training, fundraising, maintenance, and administrative tasks. Whether you're an experienced firefighter or someone looking to make a difference in your community, we welcome you to be a part of the Marlow Volunteer Fire Department family.

## Who We Are

Who are we? We're your neighbors. Most of us have day jobs, while some are enjoying retirement or focusing on studies. Our team is a mix of long-standing members who've been here since the department's inception and newcomers who've recently joined.

Regardless of our backgrounds, one thing unites us: our dedication to serving the community as volunteers of the Marlow Volunteer Fire Department. When duty calls, we come together as a cohesive unit, knowing that our community relies on us for fire protection.

Every month, each of us commits several hours to ensure the department is prepared to respond whenever needed. Here's how we allocate our time:

### Operational Members:

- Responding to Calls: 35 hours per month (average)
- Training: 6 hours per month
- Equipment/Station Maintenance: 6 hours per month

### Officers/Board of Directors:

- Administrative Meetings: 4-6 hours per month
- Administrative Tasks: 6 hours per month

### All Members:

- Administrative Meetings: 2-3 hours per month
- Fundraising/Outreach Activities: 4 hours per month
- Care of Building & Grounds: 2 hours per month

As you can see, every member contributes an average of 7 hours per month. When factoring in the additional 50 hours for operational members, the majority of our team dedicates 57 hours monthly. Officers and board of directors, who can also serve as firefighters, commit even more time, totaling 70 hours per month.

Does it sound like a significant commitment? Absolutely. But we believe that safety is paramount, and every hour we give is an investment in ensuring our community's well-being.

## How We Get to the Emergency Scene

When we are needed, we aim to arrive swiftly and safely, equipped with the right tools for the job. To ensure a prompt response, we maintain two stations strategically located to cover our service area effectively. The Marlow station (station 1), situated at 1019 Oliver Springs Hwy, serves the eastern section of our territory, while the Donovan station (station 2), located at 1165 Dutch Valley Rd, covers the western section.

Our fleet comprises various vehicles tailored to different emergency scenarios:

- **Engines (Pumper Trucks):** These vehicles carry fire hoses and can pump water from hydrants or other bodies of water. They also have the capacity to carry water for situations where a water source isn't readily available. Equipped with essential tools, ladders, lights, and light rescue equipment, they help us reach people in need effectively.
- **Pumper/Tanker Trucks:** These specialized trucks carry larger amounts of water to fire scenes, crucial for areas lacking nearby hydrants.
- **Other Vehicles:** Our fleet also includes a command unit for incident management, a first responder unit for quick on-site assistance, a brush truck, a versatile ATV for accessing remote or rugged terrain.

Here is a breakdown of our vehicles, their capabilities, and approximate costs (excluding equipment):

- **Pumper/Tanker 753** (2015 Peterbilt): Carries and dumps 1800 gallons of water, with a pumping capacity of 1,000 gallons per minute (GPM).
- **Pumper/Tanker 752** (2010 Peterbilt): Carries and dumps 1,800 gallons of water, with a pumping capacity of 750 gallons per minute (GPM).
- **Pumper 751** (2007 International): Carries 1,000 gallons of water, with a pumping capacity of 1,250 gallons per minute (GPM), featuring a top-mount pump configuration.

- **Brush Truck 755** (2004 F550): Equipped to carry 300 gallons of water, pumping capacity of 500 gallons per minute (GPM), and has 4WD capability.
- **Rescue Truck 759** (2019 Ram): Equipped with a CAF system, features specialized rescue equipment as in extrication and rope rescue equipment, and used to tow ATV on a trailer.
- **Command Unit 750** (2013 Explorer): Serves as an incident command center and is equipped with all-wheel drive (AWD).
- **First Response Unit 757** (2006 Crown Vic): Dedicated to first responder duties.
- **ATV Rescue 1** (2019 Yamaha): Utilized for mountainous terrain, search-and-rescue missions, and brush fire response.

These vehicles form the backbone of our response capabilities, ensuring we can reach emergencies swiftly and effectively, no matter the circumstances.



## What We Wear to Work

When responding to emergencies, our safety is paramount. In Tennessee, whether a volunteer or career firefighter, we're required to wear specific gear and use designed equipment to ensure our protection. Let's break down the components of our gear:

- **Helmet:** Constructed from polycarbonate or thermoplastic, our helmets can withstand impacts exceeding 200 pounds. Equipped with a Lexan visor for eye protection. Cost: \$500 each.
- **Nomex Hood:** Additional head protection made from flame-resistant Nomex material. Cost: \$40 each.
- **Turnout Coat:** Made from flame-resistant P.B.I. fabric with Gortex liners, providing protection against temperatures up to 1,000 degrees and keeping us dry. Cost: \$1,600.
- **Bunker Pants:** Composed of the same materials as our coats, offering comprehensive protection. Cost: \$1,200.
- **Gloves:** Lined leather gloves with P.B.I. for heat and puncture resistance. Extrication gloves for vehicle rescue operations. Cost: \$150 per pair.
- **Boots:** Leather or rubber boots with steel-toed guards and soles for added protection. Cost: \$500 per pair.
- **Self-Contained Breathing Apparatus (SCBA):** Essential for entering burning buildings or hazardous environments, providing clean air for about 30 minutes. Cost: \$8,000 each.
- **Reflective Vest:** Crucial for ensuring the safety of our responders, especially during roadway emergencies. Vests are designed with high-visibility reflective material, making it easier for vehicles to spot us from a distance. Cost: \$40 each.

Additionally, each firefighter is equipped with communication devices:

- **Voice Pager:** Allows us to receive call notifications and listen to the call

- through dispatch. Cost: \$500 each.
- **Portable Radio:** Enables communication with other team members and the dispatch center during emergencies. Cost: \$4,800 each.

Our department covers the cost of gear, pagers, and radios for all operational members. Considering the value of the equipment worn by each firefighter entering a burning building amount to \$17,000, ensuring our safety comes at a significant expense. Nevertheless, safeguarding our volunteers remains our top priority.